

TITLE: **Office Manager**
ORGANIZATION: Illinois Health Information Exchange Authority (ILHIE Authority)

I. JOB DESCRIPTION

The Illinois Health Information Exchange (ILHIE) is a statewide, secure electronic network for sharing clinical and administrative data among health care providers in Illinois. ILHIE allows health care providers and professionals to exchange electronic health information in a secure environment, which helps prevent duplicate tests and procedures, and ensure the accuracy of prescriptions and other medical orders. The ILHIE Authority is the agency responsible the governance and operation of the ILHIE.

The **Office Manager** of the Illinois Health Information Exchange (ILHIE) will report directly to the Executive Director (ED) and serve as a supportive member to the ILHIE Management Team. This position's primary responsibility is ensuring organizational efficiency and administrative support in all departments of the ILHIE. Primary responsibilities include managing the ILHIE Management Team's schedule, coordinating the ILHIE Authority Board and ILHIE Advisory Committee, data entry, accounts payable and receivable, payroll, grant report tracking, managing basic Human Resources duties, and other miscellaneous tasks.

In coordination with the ILHIE Management Team, the position also contributes to the development and implementation of organizational strategies, policies, and practices. This position will also coordinate with the Office of Health Information Technology (OHIT) to accomplish key job functions as needed.

The ILHIE Authority offices are located at the James R. Thompson Center, 100 West Randolph Street in Chicago.

II. QUALIFICATIONS

- Bachelor's degree required in Business Administration, Accounting, Finance, or an equivalent degree; or at least 3 years work experience.
- Demonstrated work-experience in Finance a plus.
- Excellent computer skills and proficiency using all Microsoft applications required.
- Experience with QuickBooks required.
- Excellent communication skills both verbal and written required.
- 3 plus years' experience in bookkeeping preferred.
- Knowledge and experience in organizational effectiveness and operations management implementing best practices preferred.
- Excellent interpersonal skills and a collaborative management style required.
- Demonstrates commitment to high professional ethical standards and has a high comfort level in a diverse workplace.
- Knowledge of tax and other compliance implications of non-profit status a plus.
- Ability to adapt to a dynamic, fast paced and entrepreneurial environment required.

III. KEY RESPONSIBILITIES

- Improve the operational systems, processes, and policies in support of organizations mission -- specifically support better management reporting, information flow and management, business process, and organizational planning.
- Manage daily office functions by scheduling and providing administrative support for the ED and management team.
- Support coordination and communication between ILHIE departments and OHIT departments as it relates to Finance, IT, Legal, HR, and other matters as needed.

- Perform administrative tasks and duties to support scheduling meetings, video conferences, conference calls, and webinars.
- Support financial management, planning, systems and controls. Financial matters will include overall budget tracking, payroll management, benefits management, account payable and receivable, and travel coordination.
- Manage and coordinate all aspects of the ILHIE Authority Board and the ILHIE Advisory Committee as it relates to establishing meetings, drafting agendas, presentations and minute reports, and any other support as it applies.
- Prepare, produce, review, and proof read documents and projects as needed by the ED and ILHIE Management team.
- Coordinate communications externally and internally on behalf of the ILHIE Authority.
- Perform other duties as assigned by the ED or Team Management Team.

V. HOW TO APPLY

Please send your resume, along with a cover letter, to illinois.hie@gmail.com. In the cover letter please indicate for which position you are applying.

The ILHIE Authority is an equal opportunity employer.